

OFFICE OF DATA PROCESSING

MANAGEMENT

INSTRUCTION 7-1-78
12 April 1978ODP MANAGEMENT ADVISORY GROUP CHARTER1. PURPOSE

The purpose of the ODP Management Advisory Group is to support the Office of Data Processing MZ Career Service and advise the Director of Data Processing on personnel matters. The support will be in examining subjects pertinent to career and general personnel matters in ODP. The Group has no formal production responsibility, nor is it intended to replace existing formal command channels. The Group reports to and is responsible to the Director of Data Processing.

2. MEMBERSHIP

Each Division or Staff is represented by one member.

3. SELECTION

Vacancies in the Group are advertised three months before they must be filled.

Prospective members may apply to their Division or Staff Chief as a position becomes available for their component.

Members are nominated by the Career Panels and approved by the Director of Data Processing. A nominee may decline appointment.

It is the responsibility of the Career Panels to ensure a heterogeneous representation of ODP employees in the group.

4. TERM OF MEMBERSHIP

Each member serves for one year. Every four months, one-third of the Group is replaced by new members.

When a member cannot complete a term, his/her Division or Staff Chief may appoint a replacement for the remaining term.

No members serve consecutive terms.

5. OPERATING PROCEDURES

The Chairman is selected by the membership and serves a term of four months. The Chairman may serve two consecutive terms.

The responsibilities of the Chairman include: selecting the time and place of meetings, conducting meetings, and being the Group's representative to the Director of Data Processing.

An Executive Secretary is selected by the membership and serves a term of four months. The Executive Secretary may serve two consecutive terms.

The Executive Secretary's responsibilities include: preparing and coordinating agendas, and editing and preparing all formal reports and recommendations to the Director of Data Processing.

Members of the Group serve as Recording Secretary on a rotating basis. The Recording Secretary takes, writes and distributes the minutes of the meeting.

6. MEETING

Meetings are held at least once a month. Members will devote no more than four (4) working hours per month to MAG business.

7. AGENDA

The Director of Data Processing has the opportunity to review and approve the topics of the agenda, as well as suggest topics for consideration by the Group.

8. CHARTER AMENDMENTS

Charter amendments may be considered only once per quarter, and must be approved by a majority vote of those members present. The final approval authority for adoption of Charter amendments is the Director of Data Processing.

STATINTL

Clifford D. May, Jr.

DISTRIBUTION: Div/Staff Chiefs
DD/P/ODP
DD/A/ODP
A-10, Archives
DDA

RETENTION : Permanent

28 March 1978

MEMORANDUM FOR: [REDACTED]
Executive Officer, ODP
FROM : [REDACTED]
AD/ODP
SUBJECT : Draft ODP MAG Charter

STATINTL

STATINTL

Attached is a revised draft charter for your examination.

STATINTL

[REDACTED]
Chairman, ODP Ad Hoc MAG

Distribution:
Original & 1 - Addressee
1 - [REDACTED]

STATINTL

PROPOSED
ODP MANAGEMENT ADVISORY GROUP
CHARTER

1. PURPOSE

The purpose of the ODP Management Advisory Group is to support the Office of Data Processing MZ Career Service and advise the Director of Data Processing on personnel matters. The support will be in examining subjects pertinent to career and general personnel matters in ODP. The Group has no formal production responsibility, nor is it intended to replace existing formal command channels. The Group reports to and is responsible to the Director of Data Processing.

2. MEMBERSHIP

Each Division or Staff is represented by one member.

3. SELECTION

Vacancies in the Group are advertised three months before they must be filled.

Prospective members may apply to their Division or Staff Chief as a position becomes available for their component.

Members are nominated by the Career Panels and approved by the Director of Data Processing. A nominee may decline appointment.

It is the responsibility of the Career Panels to ensure a heterogeneous representation of ODP employees in the group.

4. TERM OF MEMBERSHIP

Each member serves for one year. Every four months, one-third of the Group is replaced by new members.

When a member cannot complete a term, his/her Division or Staff Chief may appoint a replacement for the remaining term.

No members serve consecutive terms.

ILLEGIB

5. OPERATING PROCEDURES

The Chair^{man}person is selected by the membership and serves a term of four months. The Chair^{man}person may serve two consecutive terms.

The responsibilities of the Chair^{man}person include: selecting the time and place of meetings, conducting meetings, and being the Group's representative to the Director of Data Processing.

An Executive Secretary is selected by the membership and serves a term of four months. The Executive Secretary may serve two consecutive terms.

The Executive Secretary's responsibilities include: preparing and coordinating agendas, and editing and preparing all formal reports and recommendations to the Director of Data Processing.

Members of the Group serve as Recording Secretary on a rotating basis. The Recording Secretary takes, writes and distributes the minutes of the meeting.

6. MEETING

Meetings are held at least once a month. Members will devote no more than four (4) working hours per month to MAG business.

7. AGENDA

The Director of Data Processing has the opportunity to review and approve the topics of the agenda, as well as suggest topics for consideration by the Group.

8. CHARTER AMENDMENTS

Charter amendments may be considered only once per quarter, and must be approved by a majority vote of those members present. The final approval authority for adoption of Charter amendments is the Director of Data Processing.

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Draft ODP MAG Charter

*Instruction 7-1-78
dtd 4/12/78*

FROM:

[REDACTED]

EXTENSION

8-8161

NO.

DATE

28 March 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [REDACTED]
Executive Officer, ODP
2D00, Hqs.

5 APR 60

2.

D/ODP

OK ADM 4/5/78

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1-2 This version looks good to me. If you agree I will have it typed in Instruction Form and published before the ODP Conference.

FORM 3-62

610

USE PREVIOUS EDITIONS

☐

SECRET

☐

CONFIDENTIAL

☐

INTERNAL USE ONLY

☒

UNCLASSIFIED